

13 DEC 1974

MEMORANDUM FOR: Director of Logistics

SUBJECT : Material for Presentation At the Winter
Conference of Deputy Directors

REFERENCES : (a) Multiple Adse Memo dtd 4 Nov 74 fr DD/A,
subject: Reduction of Daily Operating
Costs
(b) Multiple Adse Memo dtd 6 Dec 74 fr D/L,
subject: Material for Presentation At
The Winter Conference of Deputy Directors

1. In response to reference (a), the Procurement Division, OL (PD/OL), submits the following information pertinent to its cost reduction and conservative efforts:

<u>Cost Reduction Measures</u>	<u>Problems and/or Suggested Improvements</u>
Developing Cost Conscientious in the use of office supplies	Chief, PD/OL has requested all branch chiefs to emphasize to all employees the need for judicious use of all paper products, forms, and other supplies. Employees have also been advised that fitness reports will include a statement regarding not only employees' cost conscientiousness but paper shortage awareness.
Return unnecessary supplies to stock rooms	All employees have been requested to return surplus supplies, such as staplers, dictionaries, folders, pencils, pens, ashtrays, etc., to the stock rooms for re-use.
Eliminate unnecessary office machinery and/or furniture	All employees have been encouraged to identify unused office machinery including rental or leased equipment and office furniture. (NOTE: A notable reduction to date has been the determination and return of one Ty-data machine. The savings was \$3,228 a year.)

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2. Admittedly, the above are broad categories. However, the individual responses to this program are expected to produce results.



Chief, Procurement Division, OL

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